Student Handbook 1971-1972

Queens College Charlotte NC

Hours To Remember

DINING ROOM SERVICE HOURS

Breakfast		
Monday-Friday	$ .95	7:15-8:15 a.m.
Saturday-Sunday	$ .95	8:15-9:00 a.m.
Luncheon		
Monday-Friday	$1.25	11:30 a.m.- 1:10 p.m.
Saturday	$1.25	12:00 noon-12:30 p.m.
Sunday	$1.50	1:00- 1:30 p.m.
Dinner		
Monday-Friday	$1.50	5:00-6:00 p.m.
Saturday	$1.85	5:15-6:00 p.m.
Sunday	$1.25	5:15-6:00 p.m.

LIBRARY

Monday-Thursday	8:00 a.m.-10:00 p.m.
Friday	8:00 a.m.- 5:30 p.m.
Saturday	10:00 a.m.- 4:30 p.m.
Sunday	2:00 p.m.-10:00 p.m.

DEAN OF STUDENTS OFFICE

Monday-Friday	8:30 a.m.-12:30 p.m.
	1:30 p.m.- 5:00 p.m.

The resident counselor in charge of the campus in the evenings and during weekends is available through the switchboard.

Consulting Psychologist: Appointments may be made with the consulting psychologist through the dean of students' office.

Continued on inside back cover.

Student Handbook 1971-1972

Published by
The Student Government Association
Queens College

THE HONOR CODE

The Honor Code is one of the cherished possessions of Queens College and is of fundamental importance in the educational experience.

The Honor Code regulates all phases of college life and is binding on all members of the community. The code is based on three fundamental principles. It assumes that Queens students

are truthful at all times,

respect the property of others, and

are honest in tests, examinations, term papers, and all other academic assignments.

When a student signs the honor pledge, she accepts the responsibilities of the honor system and enjoys the freedom and privilege of living in a community governed by mutual trust and respect.

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Editor of Handbook ..... Lu Pendleton Hayes

COLLEGE HYMN

Guardian bright, our Alma Mater,
Molder of our hearts and minds,
Light high visions in thy daughters
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits,
Ever thine, a loyal band.
Queens, thy praises we are singing,
Grateful for thy guiding hand.

Words by members of Creative Writing Class, 1956

COLLEGE CALENDAR FOR 1971-72

1971 Regular Session	September 8, Wednesday	Freshmen and transfer students arrive
Term I (Fall)	September 9, Thursday	Residence halls open for returning students
	September 11, Saturday	Registration
	September 13, Monday	Classes begin
	November 23, Tuesday	5:00 p.m. Classes end—Thanksgiving recess
	November 29, Monday	8:00 a.m. Classes resume
	December 8, Wednesday	Classes end
	December 9, Thursday	Reading Day
	December 10, Friday	Examinations begin
	December 16, Thursday	Examinations end
1972	January 5, Wednesday	Classes begin
Term II (Winter)	February 1, Tuesday	Classes end
Term III (Spring)	February 7, Monday	Registration
	February 8, Tuesday	Classes begin
	March 30, Thursday	5:00 p.m. Spring recess begins
	April 10, Monday	8:00 a.m. Classes resume
	May 11, Thursday	Classes end
	May 12, Friday	Reading Day
	May 13, Saturday	Examinations begin
	May 19, Friday	Examinations end
	May 21, Sunday	Baccalaureate Service Commencement Convocation

STUDENT GOVERNMENT ASSOCIATION

PURPOSE The purpose of the Student Government Association is to establish a working system of student representative government, the primary goal of which is to educate the whole student body to the basic principles and responsibilities inherent in representative, democratic government. More specifically, it is to offer, foster, establish, and perpetuate a dynamic learning experience for all students.

ORGANIZATION All students of Queens College are members of the Student Government Association (SGA), provided they have fulfilled the requirement of accepting the Honor System and have indicated their understanding of the *Student Handbook*. The Student Government Association is indirectly responsible for everything which involves student life on campus.

Its organizations are the Student Legislature, President's Board, and the Advisory Committee.

Student Legislature

PURPOSE The purpose of Student Legislature is to initiate, pass, and bring to the student body for final decision such constructive legislation as it shall deem advisable.

ORGANIZATION The membership of Student Legislature consists of the president of SGA; vice-president of SGA; president of Day Student Council (DSC); secretary to President's Board; secretary of SGA; treasurer of SGA; presidents of the four classes; two elected representatives from the senior class; two elected representatives from the junior class; three elected representatives from the sophomore class; three elected representatives from the freshman class; the members of President's Board, who shall serve on a rotating basis with non-voting status; a representative of DSC who shall be a member of the sophomore or junior class; a representative from the Publications Board; and representatives from any group affiliated with SGA as authorized annually by Student Legislature.

MEETINGS Meetings are held every other Thursday night at 7:30 upstairs in the Student Center. All students are invited and urged to attend these meetings.

President's Board

PURPOSE The President's Board exists to coordinate the activities of the major organizations, to discuss problems, to make any necessary recommendations, and to send a report of the discussions to Student Legislature.

ORGANIZATION The members of the President's Board are the president of SGA, who will serve as chairman, RSC president, DSC president, Queens Christian Association (QCA) president, Honor Council chairman, Panhellenic Council president, Web coordinator, secretary to President's Board, editor of *Current,* and Recreation Association (RA) president.

MEETINGS Meetings are subject to the calling of the chairman.

Advisory Committee

PURPOSE The purpose of the Advisory Committee is to approve or veto legislation of SGA and to advise the Student Legislature or other organizations and officers of Student Government, as requested.

ORGANIZATION The members of Advisory Committee are the president of the college, dean of the college, and dean of students.

MEETINGS Meetings are called whenever necessary.

The Standing Committees of SGA

Heads of the standing committees are appointed by the president of Student Government Association and the dean of students with the approval of the Student Legislature. The chairman then selects her own committee members. The only exceptions to this are the Executive Committee, the Budget Committee, the Coordinate Student Life Committee, the Awards Committee, and the Student Religious Life Committee. Committees are:

Executive Committee
Student Budget Committee
Handbook Committee
Swatches Committee
Campus and Community Service Committee
Orientation Committee
Social Coordinating Board
Dining Hall Committee
State Student Legislature
Council on International Relations and United Nations Affairs Committee (CIRUNA)
Summer Information and Placement Committee
Elections Committee
Student Center Committee
Library Committee
Student Qualifications Committee
Professional Affairs Committee

For more information about committees see Article VII of SGA Constitution.

HONOR COUNCIL

PURPOSE The purpose of the Honor Council is to encourage a spirit of honesty and personal integrity.

The Honor Council has the power to investigate and determine alleged violations of the Honor Code. If an Honor Code violation is established, the council will determine the discipline that it considers most beneficial to the student and the college community. Cases involving a recommended suspension are referred to the Advisory Committee. It is the responsibility of every student at Queens to maintain the Honor Code and to report to the Honor Council violations of the fundamentals that constitute the Honor Code.

ORGANIZATION The Honor Council is composed of nine elected student members including a student chairman, three faculty members, the dean of the college, and the dean of students.

Statement of Policy of Queens College

A student at Queens enjoys a special reputation for good behavior. This reputation was earned for her by generations of young women who realized that their conduct reflected not only on themselves, but on their fellow students, alumnae, and on the students who would follow them. A young woman who accepts the privileges that go with being a Queens student also accepts the inherent responsibilities of that position.

The college does not condone the misuse of drugs or alcohol, sexual behavior which offends moral standards, or deliberate disruptions of college life. Students are expected to abide by local, state, and federal laws; but beyond that, they are expected to conduct themselves as representatives of Queens at all times, on campus and off.

The college administrative officers are responsible for upholding the standards of Queens and for defining acceptable behavior. They may require the withdrawal of a student whose conduct or academic work is not satisfactory.

Any student who feels that she cannot live within this framework is advised to withdraw.

RESIDENT STUDENT GOVERNMENT

PURPOSE Queens College strives to provide the kind of atmosphere in which students may grow and develop to their utmost potential not only academically, but also socially. Queens' regulations are designed to encourage responsibility and maturity on the part of students. Resident Student Council (RSC), with the advice of the office of the dean of students, regulates and evaluates the standards to insure that their purposes are in harmony with the needs of the students and with the aims of the college.

ORGANIZATION A president, first vice-president, second vice-president, secretary, treasurer, the presidents of the various residence halls, and three members-at-large make up RSC.

Each residence hall has a House Council composed of the dormitory president as chairman and members-at-large elected by the students living on the several halls of the dormitory. The House Council is responsible for dormitory living and house discipline.

The House Councils hold their meetings each Monday at 6:00 p.m. For this reason the campus is closed each Monday from 6:00 p.m. to 6:45 p.m. If a student must be away from campus at this time, she must notify the dormitory president.

Resident Student Council meets at 7:00 p.m. each Monday.

Dormitory and Social Regulations

DRESS POLICY Queens students over the years have earned the reputation of being well-dressed. They have developed an awareness and taste for proper appearance in which neatness, grooming, and appropriateness have been inherent. Styles and modes of dress change from year to year. Suitable dress is determined by particular situations, places, and times.

Resident Student Council and the dean of students reserve the right to determine the appropriateness of dress on any occasion and at any time.

CLOSING HOURS The dormitories are opened at 6:00 a.m. every morning and close at the following times.

Sunday through Thursday	12:00 midnight
Friday and Saturday	2:00 a.m.

To leave the dormitory before 6:00 a.m., a student must obtain special permission from the office of the dean of students.

Following a holiday the dormitories will close at 12:00 midnight. If there is a transportation conflict with this hour, the student must consult the dean of students in advance. Resident Student Council handles unexcused late returns.

SELF-LIMITING HOURS A system of self-limiting hours has been established for students 21 years of age and older or for any students, except first-term freshmen, who have obtained parental permission. Self-limiting hours are considered a privilege for students who have developed the maturity to handle them. The hours are designed to permit students who have a special need or reason to be out late to return after dormitory closing hours. The hours are not meant to permit students to stay out all night.

PROCEDURES FOR USE OF SELF-LIMITING HOURS The policy of self-limiting hours is subject to review; and the privilege granted may be withdrawn if, in the opinion of the college administrative officials responsible, the privilege has been abused and is working to the detriment of the college community.

Eligible students electing self-limiting hours are to go directly to Security Headquarters in Blair Union when they return to campus. On the form provided, they are to sign their name, dormitory, and time of arrival. The security guard will accompany and admit each student to her dormitory.

If a security guard is not present, the student is to wait in the area provided until a guard arrives.

CLOSED STUDY Resident Student Council defines closed study as assigned hours (7-10 p.m.) for first-term freshmen during which they may study in dormitories, classroom buildings, and the library. The purpose of closed study is to assist freshmen in adjusting to college life by providing quiet hours during which they may develop good study habits.

SPENDING NIGHT IN ANOTHER DORMITORY Permission must be granted by the president of the dormitory in which the student spends the night. Students must sign out on their wall cards and must sign the guest register in the dormitory they are visiting.

SPENDING NIGHT IN INFIRMARY Students admitted to the infirmary should so indicate on their wall cards and notify their dormitory president and resident counselor.

GUESTS All overnight guests from outside the college community must be registered in the dean of students' office and at the college switchboard. Guests are expected to abide by the rules and regulations of the college, which include signing in and out on her hostess's wall card. The Queens student will be responsible for any violation of Resident Student Council rules by her visitor.

If a guest desires the use of self-limiting hours, she must obtain from the resident counselor a form indicating she has these hours. She must present this form to the security officer at Blair Union upon her return to the campus. The hostess must have self-limiting hours in order for her guest to use them, and the hostess is responsible for her guest's actions.

Freshmen are not permitted to have overnight guests Sunday through Thursday without special permission from the dean of students' office.

OVERNIGHTS Overnights consist of an absence from campus for Friday or Saturday nights.

Students with a cumulative 1.0 average, or higher, may use their discretion regarding overnights.

Students with less than a cumulative 1.0 average have a maximum of 16 overnights per term for Term I and Term III except for those students subject to regulations set by the Student Qualifications Committee of the faculty.

First-term freshmen have a maximum of 12 overnights. They are urged not to begin taking them until they have become acquainted with and adjusted to the academic demands of the college community.

During the week (Monday through Thursday) only seniors may spend the night away from the campus.

Faculty regulations concerning class attendance take precedence over social regulations. Social regulations governing weekends do not excuse students from attending class.

SOCIAL PRIVILEGES Resident Student Council defines social privileges as the privilege to leave campus or to receive callers on campus.

All students except first-term freshman may use social privileges at their discretion.

First-term freshmen may have social privileges after closed study Monday through Thursday and on Friday, Saturday, and Sunday evenings. They may have unexpected visitors for fifteen minutes during closed study. When meeting these visitors, the student must sign out. If the visit exceeds fifteen minutes, it is considered a late return.

DATING On campus dating areas are: the parlors of Burwell Hall; the Jernigan Student Center; the Web; and the lounges of Albright, Barnhardt, Belk, Harris, and Wallace residence halls.

SMOKING Smoking is permitted in all residence halls, Jernigan Student Center, sorority houses, the Web, and the smoking lounge of Everett Library. Smoking is not permitted on the campus grounds or while students are walking outside. Violations will be dealt with by the individual House Councils.

DRINKING Possession or use of alcoholic beverages at Queens College is the concern of Student Government Association, the administration, faculty, and Board of Trustees. A statement concerning alcoholic beverages will be supplied to students before the opening of the college year.

Current North Carolina law includes the following: It shall be unlawful for any person, firm or corporation knowingly to sell or give any products with an alcoholic content, including beers and wine, to any minor under 18 years of age. In like manner it is unlawful for any minor under 18 years of age to purchase or possess, or for anyone to aid or abet such minor in purchasing any such products. In addition it is unlawful for any person, firm or corporation knowingly to sell or give any alcoholic beverages with an alcoholic content in excess of 14% to any minor under 21 years of age. This in general refers to such things as whiskey, gin, vodka, and the like. In addition it is unlawful for any minor under 21 years of age to purchase or possess, or for any one to aid or abet such minor in purchasing any such product as set forth above. It is unlawful for any person regardless of age to transport an opened bottle of any alcohol beverage in a car.

The Resident Student Council and the Day Student Council are responsible for judging when a student's conduct violates college regulations and principles and what the appropriate discipline shall be.

DRUGS Queens College abides by, and expects its students to abide by, the laws of the State of North Carolina and the federal government regarding the possession and use of drugs. Therefore, the possession or use of drugs (except by prescription) on the Queens College campus is illegal

and is a violation of Resident Student Council regulations. Serious violations are also subject to referral to the administration for action. The college will not act as police agent, but neither will it offer violators protection from legal prosecution.

The college physician and the consulting psychologist are available to students who wish to discuss confidential matters concerning drug use. Open House, a 24-hour counseling service in Charlotte is also available to students seeking advice regarding drug matters.

AUTOMOBILE REGULATIONS Any student with a driver's license may drive a car at her discretion. Because of limited parking facilities only resident juniors who have and maintain 1.5 cumulative grade average, resident seniors, and commuting students may keep cars in one of the two college parking lots.

All resident and commuting students' cars must be registered in the office of the dean of students. All student cars must carry the appropriate identification sticker.

Students receiving scholarship aid beyond token grants are not permitted to have cars.

PARKING REGULATIONS A parking system has been developed to try to accommodate faculty, staff, student and visitor cars. In order to provide everyone with a parking place, with the limited space available, it is incumbent upon all members of the college community to abide by the parking regulations.

All parking areas are clearly designated. Faculty and staff may park in the parking lot at Ovens Physical Education Building, the parking lot at the Continuing Education Building, and all other designated areas.

All staff of the dean of students' office who live on campus must overnight park in one of the two parking lots.

All resident students who are permitted to have cars on campus and all day students must park only in the parking lots during both the day and at night.

Students who are not eligible to have a car on campus may not park on campus at any time.

Several spaces on the circle in front of Burwell, from the Jernigan Student Center to McEwen Building, are designated for Queens visitors only. The remaining spaces are for the president, faculty, and staff parking.

The spaces behind the Fine Arts Center are designated for faculty.

The spaces at the infirmary are for the nurses.

The drive area at the Continuing Education Building is for faculty and staff.

The spaces behind the Dana Building are designated for faculty.

The spaces in the back circle (library) are for faculty, staff, and visitors.

There is to be no overnight parking on campus except in the parking lot at the Ovens Physical Education Building and the parking lot behind the Continuing Education Building.

Hours for faculty and staff reserved parking are: Monday through Friday, 8:00 a.m. to 6:30 p.m.

All faculty and staff cars to be parked on campus are to be registered in the business office.

All student cars (both those on and those off campus) are to be registered in the dean of students' office.

Each registrant will be given a numbered, colored sticker to be displayed inside the lower corner of the car's rear window.

Students who are eligible to have cars on campus will receive a blue decal.

Students who are eligible to have cars off campus will receive a red and blue decal. Faculty and staff will have a blue and yellow decal.

There will be routine checking of parking areas and ticketing of cars. Penalties for violations are:

1st violation—warning notice; 2nd violation—$3.00 fine; 3rd violation—$5.00 fine. Additional violations will result in the loss of all campus parking privileges.

All fines collected are payable to the business office within two days. All fines are to be credited to the Student Goverment account.

DINING HALL The dining hall is operated by Saga, a food service management organization. Its "clientele" includes colleges, universities, hospitals, and retirement communities throughout the country. As a part of Saga's service, special diets are provided upon a doctor's request. Also nine special events are scheduled throughout the year.

A Student Dining Hall Committee of SGA is set up each year to be responsible for all dining hall activities and to handle any complaints.

In consideration of others, curlers and "sloppy" dress are not permissible in the dining hall; nor is smoking permitted.

Students are reminded that china, silver, and glassware are the property of Saga Food Service and are not to be taken from the dining hall.

DAY STUDENT GOVERNMENT

PURPOSE The purpose of the Day Student Council is to coordinate Student Government Association regulations and activities with the day student body.

ORGANIZATION The day student officers are elected by the day student body. They include president, vice-president, secretary, treasurer, and representatives to SGA, QCA, and RA. The president of the Day Student Council serves as a member of Student Legislature.

ACTIVITIES Day students are urged to participate in all college activities.

The day students sponsor a party during the summer for new students from Charlotte.

The Black Friday Auction and an annual project of helping a needy family at Christmas are other day student activities. Profits from the money-making activities are used for the Day Student Scholarship Fund.

REGULATIONS Day Students are invited to visit in the dormitories over the weekends. They are requested to register with the switchboard and the office of the dean of students.

QUEENS CHRISTIAN ASSOCIATION

PURPOSE The purpose of the Queens Christian Association (QCA) is to provide an opportunity for individual growth and discovery through an understanding of faith and its relationship to the challenges of everyday life. QCA also tries to provide stimulation for honest questioning on the part of each individual.

ORGANIZATION Every member of the Queens College community is a member of Queens Christian Association, unless he or she chooses otherwise. The association is directed by a cabinet which has a president, vice-president, secretary, treasurer, freshman class coordinator, and various committee chairmen. A member of the faculty acts as advisor.

The Queens Christian Association is affiliated with the National Student YWCA.

ACTIVITIES Among the regular activities planned by the committees of QCA are chapel programs on Wednesdays, Faculty Firesides, intercollegiate activities, service projects in the community, and off-campus retreats. QCA also assists in sponsoring activities in the Web. A traditional Christmas gift service and the sponsorship of an orphan are additional projects of QCA. Five area ministers visit the campus regularly as part of the Adjunct Chaplains Program which is sponsored by this organization.

RECREATION ASSOCIATION

PURPOSE The purpose of the organization shall be to provide interests and activities for women according to the highest and soundest standards of sports and recreation. The association sponsors intramurals among residence halls, extramurals, and intercollegiate competition. It strives to increase consciousness of its purpose during and after college.

ORGANIZATION Each student attending Queens College is a member of the Recreation Association and is entitled to enter into any sport or special activity and to use all recreational facilities, subject to college regulations.

To govern the activities of the association there is an elected council made up of a president, vice-president, secretary, treasurer, residence hall representatives, a day student representative, Dolphin Club representative, Dance Club representative, Stunt Night co-chairmen, movie chairman, the sports chairmen, extramural sports chairmen, and a faculty advisor.

ACTIVITIES Throughout the year intramural competitions in basketball, volleyball, and swimming are held. Extramural activities include basketball,

tennis, volleyball, and golf. There is also faculty-student competition in tennis.

RA also sponsors a bridge night when both students and faculty participate.

Stunt Night is held in October and is based on class competition.

Campus movies are shown several times during the year, and bicycles are available for student use.

The President's Trophy is awarded annually to the dormitory or dormitories with the best participation in and the most active spectator group for Recreation Association events.

WEB

PURPOSE The Web's purpose is to promote student participation and interest in social and political activities both within and outside the Queens community. In working toward the creation of a Queens Student Union, the Web emphasizes student initiated and supervised activities.

ORGANIZATION Every student of Queens College is a member of the Web organization, and is encouraged to participate in its activities.

The Web coordinator is elected by the student body and serves on the President's Board. The secretary and treasurer are also elected, as well as two representatives from each of the four classes. There is an appointed External Affairs chairman who in turn oversees the activities of such organizations as the State Student Legislature, CIRUNA, Young Democrats, and Young Republicans. There is also a faculty advisor.

ACTIVITIES The Web, which is also in charge of the activities of the Student Center, sponsors various programs including student conferences, music and poetry readings, and current and controversial speakers. As a new organization, the Web hopes to be an active channel for voicing student opinion, both in the Queens community and on the political scene.

PUBLICATIONS BOARD

PURPOSE The purpose of Publications Board is to approve publication contracts, approve nominations for editors, and to handle any publication matters that might arise concerning the campus editing of *Queens Current, Coronet,* or *Signet.*

ORGANIZATION The board is composed of the editor, business manager, and advisor of *Coronet, Queens Current,* and *Signet.* The dean of students, director of publications, and the treasurer of the college are also members of the board. Members of the board elect a student chairman. A representative from Publications Board represents the publications at Student Government Association legislature.

At the beginning of each term of office, the editors of *Coronet, Signet,* and *Queens Current* will submit to Publications Board a schedule of publication dates for the year. If there is a failure to meet any of these dates, the matter will be brought before the board for investigation, consideration, and possible action.

The board regularly meets in September and February; however, the chairman may call meetings at her discretion.

STUDENT ORGANIZATIONS

BIOLOGY CLUB The Biology Club is an organization formed to promote interest in the biological sciences and to keep students aware of new developments in the field. The club is affiliated with the North Carolina Collegiate Academy of Sciences. Membership is open to all interested students.

CHEMISTRY CLUB The Chemistry Club provides an opportunity for students and faculty to present reports on independent projects, to stimulate interest in possible jobs and graduate study, and to provide information about meetings and conferences beyond campus limits. Membership is open to all interested students who have had one year of chemistry.

DANCE CLUB The Dance Club was formed to promote interest in dancing, to offer an opportunity for students to participate in college functions, and to do choreography for various organizations. The club presents a concert each spring. Membership is open to all interested students.

DOLPHIN CLUB The Dolphin Club, composed of students skilled in swimming, presents an annual water show. Membership is by try-out only. Try-outs are held in the spring and fall.

GERMAN CLUB The purpose of the club is to give the students an opportunity to use the German language outside the classroom and to get acquainted with the customs of the German speaking countries. Members of the club have a meal together once a week, and programs with the Davidson German Club are planned several times each year. Membership is open to all students who have successfully completed one year of German or its equivalent.

GRANDDAUGHTERS CLUB The Granddaughters Club is composed of students whose mothers or grandmothers attended Queens, Chicora College, or any of the other institutions represented in the history of the college. The members assist with alumnae programs at the college.

HISTORY CLUB The History Club is composed of students and faculty. It was formed to promote interest outside the classroom in the study of history. Meetings are held periodically.

KRUZHOK DURAKOV The purpose of this organization is to promote interest in the Russian language and its culture. The Russian Club has two classes of members: active members who have a speaking knowledge of the language, and honorary members who have an interest in Russian language, literature, or history.

PSYCHOLOGY-SOCIOLOGY CLUB The aims of the combined Psychology and Sociology clubs include providing speakers and trips which acquaint students with many areas of the two fields, opportunities for Queens students to participate in community projects, and information about graduate schools and employment. Membership is open to all students interested in psychology and sociology.

QUEENS COLLEGE CONCERT CHOIR The choir provides music for many campus functions, including chapel services, the baccalaureate service, and commencement. An annual concert is given in the spring, and the group participates in joint concerts with other college groups. The group has performed on radio and television, goes on tour each year, and in the summer of 1968 visited England, Wales, and Western Europe.

CHORUS This organization is open to any student desiring the experience of group singing. The chorus makes occasional appearances on campus. No audition is required.

SNEA, STUDENT NATIONAL EDUCATION ASSOCIATION SNEA is the student division of the national and state professional organizations of teachers. Its purpose is to acquaint young women with teaching as a profession, and membership is open to all students preparing to teach.

YOUNG DEMOCRATS/YOUNG REPUBLICANS These two clubs bring politicians and political-minded speakers to campus, and arrange for students to participate in off-campus political activities. Their purpose is to help members understand the nature of government and its operation from first-hand observation.

HONORARY ORGANIZATIONS

COLLEGE MARSHALS Marshals are the students who rank highest in academic standing in their respective classes when selections are made in the spring of each year. The student with the top average for three years serves as chief marshal during her senior year. The two rising seniors ranking next, the two rising juniors, and the two rising sophomores with the highest average assist the chief marshal. The duty of the marshals is to serve as ushers at official college events with academic processions.

DELTA OMICRON Omicron Lambda chapter of Delta Omicron, international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music at the colleges having chapters, to music faculty in those colleges, to professional musicians, and to concert artists. Scholarship of high quality is requisite to membership.

ORB AND SCEPTRE Orb and Sceptre is a senior honorary organization which was founded at Queens College in January of 1961. It recognizes those students who have shown outstanding leadership, scholarship, and concern for the college community.

SIGMA MU Sigma Mu is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment for seniors and juniors and to encourage independent research. Seniors and juniors who have done work of distinction are eligible.

SIGMA UPSILON Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. The organization encourages writing through regular meetings at which members read and criticize their own sketches, poems, and short stories. Membership is based upon creative literary ability, interest, and active participation. Members are elected each year from the upper classes. Faculty may be elected to associate membership.

VALKYRIE Valkyrie is an honorary organization that was established on the Queens campus in 1937 and is made up of eight students selected from the sophomore class. Membership is based on outstanding leadership, citizenship, and scholarship exhibited during the freshman year. Valkyrie members are selected in the spring and usher at a number of college functions. The group sponsors a service project each year.

WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES Who's Who recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership and cooperation in educational and extracurricular activities, general citizenship, and the promise of future usefulness.

STUDENT PUBLICATIONS

CORONET *Coronet* is the college yearbook, published annually to provide a pictorial and written record of the year's events and activities. The editor is elected by the staff from nominations made by Publications Board.

QUEENS CURRENT *Queens Current* is the student newspaper which keeps the college up-to-date on coming events, records campus news, and serves as a forum for an exchange of ideas among students, faculty, and administration. The editor is elected by the student body from nominations made by Publications Board.

SIGNET *Signet,* the college literary magazine, published selected material written by students, faculty, and alumnae. Cover designs and art work are contributed by students in the art department. Through maintaining high quality and selectivity, the magazine offers an opportunity for learning. The editor is elected by the staff from nominations made by Publications Board.

SGA BULLETIN The Student Government Association Bulletin is printed weekly to inform students of events and important dates of the coming week. It also provides information concerning the chapel programs, concerts, and lectures that will occur during each week.

STUDENT HANDBOOK The *Handbook* is given to each student and contains the SGA Constitution, as well as faculty and campus regulations. It is the students' guidebook to college living.

SWATCHES *Swatches* contains pictures of all the new students and is given to the students and faculty at the beginning of each year.

PANHELLENIC COUNCIL AND SORORITY LIFE

PURPOSE The purpose of the Panhellenic Council is to coordinate the activities of the five national sororities represented on Queens campus. These are: Alpha Delta Pi, Alpha Gamma Delta, Chi Omega, Kappa Delta and Phi Mu.

The council also formulates and administers rush plans, rules, and policies.

ORGANIZATION Each sorority member is a member of Panhellenic. The Panhellenic Council is composed of delegates from each of the sororities. The officers are selected by a rotation system among the five groups.

ACTIVITIES Aside from planning and administering rush, Panhellenic sponsors an annual Sorority Sing, the Queens-Davidson freshman mixer, and other social activities for the entire student body.

Rush: Rush weekend is a period of three days early in the third term when girls wishing to join a sorority are invited to rush parties given by the various chapters on campus. Details of rush and the rules on pre-rush conduct are found in the Panhellenic Handbook which is distributed in the fall at a discussion session presented by the Panhellenic Council. To qualify for rush a student must have a 1.000 cumulative average.

SORORITY LIFE Each of the sororities on campus has as its objectives the promotion of intellectual achievement and the development of high moral and social standards. The sororities sponsor a variety of activities. Sunday night supper is served in the houses, and open houses are held for the entire student body. Parties, banquets, dances, and picnics are undertaken by the chapters. Each sorority has a program or project which is beneficial to others. These include aid to underprivileged and crippled children, work with orphanages, rehabilitation programs and tutorial projects.

SORORITY OBLIGATIONS When accepting a bid to a sorority, a student automatically pledges herself to meet certain obligations:

She promises to meet all financial obligations.

She promises to maintain creditable scholarship. All sororities require a 1.000 cumulative average or better for initiation.

She promises to become a contributing member of her sorority, to obey its rules, to share chapter responsibilities and duties, and to work for the good of the sorority and Panhellenic. (Activities are scheduled with the approval of the dean of students. This includes slumber parties in the houses).

Financial obligations vary slightly for each sorority. Pledge fees range from $15 to $25. Pledge dues are approximately $5 to $10 a month. Initiation fees range from $50 to $75, and active dues from $7.50 to $10 a month. The cost of sorority pins starts at about $10 and can go as high as $100, depending on the number and type of jewels. The average is approximately $25.

TRADITIONAL PROGRAMS

SENIOR RECOGNITION Each year at an early convocation special honor is paid to the seniors by the administration, faculty, and students. The faculty and seniors wear academic robes and participate in the first formal academic procession of the year.

PARENTS WEEKEND In October all parents are invited for a special weekend of activities planned by the students and the administration. It provides an opportunity for parents to become acquainted with the college community and its various programs.

STUNT NIGHT The annual inter-class Stunt Night, sponsored by the Recreation Association, is held in the month of October. Each class elects two students as stunt night co-chairmen. Various members of each class participate in an on-stage skit, while the remainder of the class makes up the gallery. One trophy is awarded to the class presenting the best skit, and another to the class with the best gallery.

BLACK FRIDAY AUCTION Black Friday is an auction sponsored annually by the Day Student Council to raise money for their scholarship fund. Faculty and administrators contribute works of art, promises of meals, and various other items and privileges, which are auctioned off to the students.

WHITE GIFT SERVICE It is traditional for the Queens Christian Association to sponsor a special Christmas service each year. The offering collected at this time is used to support a foreign orphan adopted by QCA.

CHRISTMAS CELEBRATION The Yule Log Ceremony: The Yule Log Ceremony, established in 1963 as an annual event, heralds the Christmas season. The ceremony of burning the Yule log is derived from the old British tradition. Carol singing, seasonal food and drink, and the traditional wishmaking are all important parts of the festivity.

Boar's Head Dinner: In keeping with the tradition of Queens College, Oxford, the Boar's Head Ceremony and formal dinner are held annually at Queens. After the dinner the traditional "Telling the President" takes place around the Christmas Tree. Immediately following, a special program of entertainment is presented.

FRESHMAN FOLLIES Freshman Follies is a talent show put on by the freshman class for the entertainment of the student body. The show is usually given in the spring of the year.

HONORS CONVOCATION Each year at the beginning of third term a special convocation is planned to honor students who maintain high scholarship averages.

STUDENT GOVERNMENT INSTALLATION The president of the Student Government Association and the dean of students plan a day in the spring when the student body officers are officially installed. There is a formal academic procession at this time.

MAY DAY The May Day celebration encompasses a weekend of social activities held each spring. A queen is crowned and the court is honored by a pageant and dance. The queen, who is always a senior, and her court are elected representatives from the four classes.

AWARDS DAY Each May there is a convocation for the presentation of all awards and honors that have been earned by individuals and campus organizations throughout the year.

ARTISTS SERIES AND LECTURES As a part of the year's program of educational assemblies, the college sponsors a series of lectures, concerts, films, and art exhibits.

FACULTY RECITALS Members of the music faculty give concerts for the student body and the Charlotte community.

Other faculty members frequently give presentations in the Web. These include poetry readings, films, and discussions.

STUDENT OFFICERS 1971-1972

STUDENT GOVERNMENT ASSOCIATION
President . . . . . Martha Sherwood McGeachy
Vice-President . . . . . Eleanor Alexander
Secretary . . . . . Elizabeth Floyd
Treasurer . . . . . Penelope Frisbie
Secretary to President's Board . . . . . Bright Kinnett

RESIDENT STUDENT COUNCIL
President . . . . . Helen Lyles
1st Vice-President . . . . . Barbara Winn
2nd Vice-President . . . . . Phyllis McMillian
Secretary . . . . . Berkley Dashiell
Treasurer . . . . . Penelope Camp
Members-at-Large . . . . . Ann O' Dwyer
Winifred Fulmer
Julie Hancock

DAY STUDENT COUNCIL
President . . . . . Donna Jones
Vice-President . . . . . Anglyn Smith
Secretary . . . . . Lynda Scanlan
Treasurer . . . . . Janice Hall

HONOR COUNCIL
Chairman . . . . . Caroline Crawford
Senior Member-at-Large . . . . . Barbara Jean Calhoun
Members . . . . . Rebecca Carpenter
Jacquelyn DeBerry
Susan Elliott
Marcia Duncan
Edith Showalter

QUEENS CHRISTIAN ASSOCIATION
President . . . . . Charity Gamble
Vice-President . . . . . Helen Keller
Secretary . . . . . Donna Sears
Treasurer . . . . . Linda Rabb

RECREATION ASSOCIATION
President . . . . . Margaret Sakowski
Vice-President . . . . . Ann Hinson
Secretary . . . . . Elizabeth Jacober
Treasurer . . . . . Dee Thomas

WEB:
Coordinator ..... Deborah Williams
Secretary ..... Katie Early
Treasurer ..... Christine Taylor

CORONET:
Editors ..... Susan Salyer
Pamela Wilson

CURRENT:
Editor ..... Faye Griffin

SIGNET:
Editor ..... Barbara Jean Calhoun

SWATCHES:
Editor ..... Lynda Scanlan

STUDENT HANDBOOK:
Editor ..... Lu Hayes

SGA BULLETIN:
Editors ..... Susan Green
Lynn Nickell

MAY DAY ..... Victoria Remishofsky

DORMITORY PRESIDENTS:
Albright ..... Alice McIntosh
Barnhardt ..... Marcia Cooke
Belk ..... Jarrell LaGrone
Harris ..... JoAnna Huffstetler
Wallace ..... Jan Godwin

PANHELLENIC COUNCIL:
President ..... JoAnna Huffstetler

LIBRARY POLICIES

Queens students have free access to library materials, facilities, and services. Book stacks, including the reserve collection, are open for selection. Carrels and typing cubicles are available for individual use. The staff invites requests for help and is dedicated to the belief that the knowledge and use of the library can be a major determinant of scholastic success.

LIBRARY HOURS:

Monday-Friday . . . . . 8:00 a.m.-10:00 p.m.
Saturday . . . . . 10:00 a.m.- 4:00 p.m.
Sunday . . . . . 2:00 p.m.-10:00 p.m.

Any changes in schedule will be announced.

CIRCULATION OF BOOKS All books to be taken from the library must be charged at the circulation desk. Each student is responsible for books signed out in her name. In no case should one student sign the name of another.

Students may not check out books for use by individuals from outside the Queens College community.

Books needed, but found to be in circulation, will be held for student at her request upon their return. Notification will be made by campus mail. Books must be called for within 48 hours.

Books missing from the shelves and not found to be in circulation should be reported to a librarian for a more thorough search.

Books may be returned at any hour through the slot on the library portico.

The observance of library regulations is part of each student's academic responsibility. The removal of uncharged books from the library is considered an honor offense.

RULES FOR BORROWING BOOKS Books in the circulation stacks may be borrowed for approximately two weeks. Unless there is a previous request, renewals are unlimited. Telephone renewals are not permitted.

There are no restrictions as to number of books borrowed, but students are asked to consider others who need the same material.

Reference books and periodicals do not circulate. However, a student may arrange at the desk to borrow from these collections for special class use.

Books to be used in carrels for an extended time should be charged at the circulation desk.

RESERVE BOOKS All reserve books are on the second floor, to the right of the stairs, on low shelves. Closed reserve and three-day reserve books are arranged together, alphabetically according to course name and number. A notebook containing a complete list of books on reserve will be found in the reserve section and at the circulation desk.

CLOSED RESERVE BOOKS For library use of closed reserve books students are requested to sign and deposit the blue book card in the box provided. When finished with book, she should replace card in book and book to proper place on shelf.

Closed reserves may be charged out for the periods the library is closed.

Sunday-Friday	Charge out at 9:30 p.m. Return by 9:30 next morning
Saturday	Charge out at 3:30 p.m. Return by 2:30 Sunday

THREE-DAY RESERVE BOOKS Three-day reserves may be borrowed and renewed as regularly circulating books.

FINES For the late return of:

Closed Reserve Books—25¢ for each hour or fraction thereof.
Three-day Reserve Books—10¢ per day.
Regularly Circulating Books—5¢ per day.

LOST BOOKS Report lost books as soon as possible so the library may aid in the search for them. The replacement price will be charged if the book is not found.

REFERENCE COLLECTION The reference collection, on the main floor in the far right hand corner, contains bibliographies, encyclopedias, dictionaries, atlases, and other sources of specific information. These books are for library use only and do not circulate.

REFERENCE HELP The reference librarian and other members of the staff are available to aid students in their search for materials and in the use of all library resources. This aid will extend to sources beyond this collection when necessary.

PERIODICALS Periodicals are located to the left of the main entrance. Current issues are on display, alphabetically arranged. Recent back issues will be found by lifting the display rack, and bound back files are arranged alphabetically by title in the adjoining stacks. Periodicals do not circulate.

Periodical indexes, such as the *Readers' Guide* and the *Social Sciences* and *Humanities Index*, are on index tables beyond the stairway. A list of the periodicals in the Everett Library collection is on each index table.

NEWSPAPERS AND MICROFILM Daily newspapers will be found in the periodical lounge. Back files of the *New York Times* and the *Christian Science Monitor* are available on microfilm, and their indexes are on the periodical index tables. Other newspapers are kept for one month.

Students should ask at desk for instruction in use of microfilm.

GOVERNMENT DOCUMENTS Government documents are not listed in the card catalog. Because of the intricate filing system used for these materials, students are requested to ask for staff help in locating them. Documents may circulate as regular books.

VERTICAL FILE Pamphlets on topics of current interest are in the vertical file cases near the study rooms on the main floor. Here students will often find up-to-date information useful for papers and reports. It is arranged by subject, and the headings correspond as nearly as possible with those in the card catalog. These materials may be charged out at the circulation desk.

SPECIAL COLLECTIONS A collection of children's literature will be found in the far right hand corner on the second floor.

Graduate school catalogs are arranged on the vertical file cabinets and may be charged out at the circulation desk.

BROWSING AREA AND NEW BOOKS A collection of books for recreational reading is shelved adjoining the periodical lounge. Close by are selections from the new books most recently received. Complete lists of new books are available monthly at the circulation desk.

INTERLIBRARY LOAN Interlibrary loan privileges are extended to upper classmen when the library collection is insufficient for a particular need. Two weeks should be allowed for the receipt of such books, and the usual loan period is for the same time.

CARRELS AND TYPING ROOMS Upper classmen may reserve carrels for individual use.

Typing cubicles are available on the main floor. Students must bring their own typewriters.

MISCELLANEOUS A "Do Not Disturb" note with date, time, and name will insure for three days the non-removal of a student's library study materials (except for reference books and periodicals).

Food and drinks are not permitted in the library.

A coin operated Xerox machine is located in the first study room on the main floor. The charge is 10¢ per page.

Smoking is permitted in the two study rooms on the main floor and in the conference room on the second floor.

Dress must conform with college regulations.

Rest rooms are on the lower level of the building.

VISITORS All visiting library users are requested to register at the circulation desk.

Unless accompanied by a Queens "date," visitors may not study upstairs or in the conference rooms on the first floor.

Visitors are not allowed to check books out, nor should Queens students check out books for the use of other individuals.

ASSIGNMENTS A teacher should not make assignments which require more work than the proportion of the course to the student's total course load. A student should be able to distribute her work evenly among all her courses and still meet the minimum requirements in each course.

A standard three credit hour course presumes eleven hours of work by the student each week, but the division of this time between work in classroom or laboratory and work outside of class can vary from course to course as determined by the individual instructors and the departments.

TESTS AND FINAL EXAMINATIONS All major tests should be announced well in advance of the date they are given. When possible, the approximate dates of tests should be announced at the beginning of the term. At least one week's notice should be given to students for any major test.

The period immediately preceding final examinations should be conducive to the preparation necessary for them. Extra work in one course can take students' attention away from the reviewing that may be taking place in another course. Hence no tests, quizzes, or long assignments are to be given during the last five calendar days preceding Reading Day.

No final examination should be given which will detract students from the preparation due their other examinations. The following pattern should govern the giving of final examinations: They should be given in the classroom at the regularly scheduled time. Take-out examinations are appropriate only (1) when it is necessary for the student to consult materials which cannot be brought to the classroom, or (2) when more than the allotted time is required for the taking of the examination. If a take-out examination is to be given, it is to be distributed at the last regularly scheduled class meeting of the term. It is to be handed in no later than the regularly scheduled time for the examination in that course, it cannot be due any earlier than the regularly scheduled time (although a student may voluntarily turn it in earlier), and it is to require no more than nine hours of the student's time to prepare for and complete it.

TERM PAPERS For the purposes of this regulation, a term paper is defined as a research paper or project which requires extended effort. The paper should be assigned no later than the second week of a term. The assignment should specify date due (at least two months after the date of assignment), length, type of subject and method, and other items which the student must know before she can begin work on the paper. The paper should be due no later than five calendar days before Reading Day.

GRADING A teacher should make every effort to evaluate student performance fairly. Evaluation should be made solely on an academic basis not on opinions or conduct in matters unrelated to academic standards. At the beginning of a course the teacher should inform the students of the grounds upon which they will be evaluated (tests, exam, term paper, class discussion, etc.). He should be reasonably specific about what he expects and what he will regard as adequate or superior work. In grading he should spend time commensurate with the effort made by the student. For example, a term paper deserves more of the teacher's time than an hour test.

IMPROPER DISCLOSURE Information about student views, personal life, and political associations which a teacher acquires in the course of teaching, advising, or counseling should be considered confidential. Judgments of ability and character may be provided under appropriate circumstances.

FREEDOM OF EXPRESSION Free discussion, inquiry, and expression should be encouraged in the classroom and in conference. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

PROCEDURES A statement of procedures to be followed in handling alleged violations of faculty professional regulations is available in the dean of students' office.

Academic Regulations

ATTENDANCE POLICIES Class attendance policies are set by the individual faculty member for his own courses. Each faculty member announces the policy he intends to apply in each particular course.

Attendance at all-college convocations is required.

All candidates for degrees are required to be present for commencement and for the commencement rehearsal.

EXAMINATIONS The student's work is evaluated periodically. At the end of the term, evaluations—generally by written examination—are made in all courses. Final written examinations are normally between two and three hours long. The schedule for final examinations is established by the registrar. Permission to change an examination schedule or to make up an examination must be granted by the dean of the college.

GRADES AND QUALITY POINTS Graduation requirements are based on both the quantity and quality of the student's work. Queens uses the following system of grades and quality point value per credit hour:

Grade	Interpretation	Quality Point Value
A	Superior	3
B	Good	2
C	Satisfactory	1
D	Poor	0
F	Failing	-1
WF	Withdrew Failing	-1
WP	Withdrew Passing	no effect on quality points
E	Conditional Failure	becomes D or F after reexamination
I	Incomplete Work	may become A to F upon completion

Grades in physical education are S (satisfactory) or U (unsatisfactory).

A grade of E or I automatically becomes F if the student fails to take or pass a re-examination or fails to make up incomplete work satisfactorily. These grades must be removed by the end of the first full week of regular classes of the next term.

PASS/NO RECORD During each academic year at the college a student may enroll on an ungraded basis (Pass/No Record) in two courses. These courses do not include those designated P/NR for all students. Courses selected by the student to fullfill the Distributed Requirements may be taken P/NR. Some courses specifically designated and those in the student's area of concentration may not be taken P/NR. P equals a grade of "C" or above; NR equals a grade of "D" or less. Courses taken for P/NR are not counted in the calculation of the student's quality point average.

Courses to be taken for P/NR must be designated and approved by the student's advisor before the end of the mid-term plus two weeks during Terms I and III and before the end of the mid-term plus three days during Term II. This information is to be given to the registrar by the student, and the registrar will notify the instructor of the P/NR decision. If a P/NR course is chosen and is later included in the field of concentration, the course must still count as P/NR.

Grade reports are sent to parents or guardians at the end of each term. Mid-term reports are issued to indicate special difficulties in course work. Only term grades are permanently recorded.

CLASS STANDING AND GRADUATION Students following a degree program and carrying the required term load are granted class standing according to their credit hours and quality points.

	Minimum Credit Hours	Minimum Quality Points
Sophomore	24	18
Junior	54	48
Senior	90	84

The requirement for graduation is a minimum of 114 credit hours in academic courses with a cumulative quality point average of 1.000 in all work taken at Queens College and in all work in the major field of concentration, plus a minimum of four non-academic credit hours in physical education.

PHYSICAL EDUCATION ACTIVITIES Each student is expected to participate in the college physical education program. Students requesting to be exempt from this program for medical reasons must make their request through the college physician. Chronic conditions which might warrant exemption should be noted on the student's medical form and will be reviewed annually by the college physician.

ELIGIBILITY TO CONTINUE To remain in college a student must pass 18 credit hours of work during a session with a quality point average as follows:

.5 to return the second year
.8 to return the third year
.9 to return the fourth year

DEAN'S LIST The Dean's List consists of the name of students achieving unusually high scholarship. Students on this list must be full-time degree candidates and achieve a quality point average of 2.5 or higher.

ELIGIBILITY TO REPRESENT THE COLLEGE AND HOLD OFFICE Students with a quality point average of 1.000 (cumulative) are eligible.

Freshmen are on the list of eligibility until the first term grading.

ACADEMIC PROBATION REGULATIONS

Regulations concerning academic probation are formulated by the Student Qualifications Committee of the faculty. A copy of the regulations will be distributed to all students at the beginning of the academic year.

CAMPUS REGULATIONS

PETS Pets are not permitted in the residence halls.

REQUESTS FOR REPAIRS Students file requests for lightbulbs and repairs on a form available from their resident counselors or at the switchboard. The maintenance staff will take care of all repairs as soon as they receive these requests.

ELECTRICAL EQUIPMENT In view of fire and insurance regulations, only the following electrical appliances may be used in the rooms: televisions, radios, record players, hair dryers, sewing machines, electric razors, fans, coffee pots, and small refrigerators not to exceed three cubic feet.

The use of sunlamps must be prescribed by a physician, and the lamp must be used and kept at the infirmary.

WINDOW MEASUREMENTS There is one window in each room in Belk; it measures 58 x 62 inches. Cafe curtains are usually used in this dormitory. In Albright and Barnhardt there are two windows with a large wall space between them. The windows are each 82 x 133 inches. Draw draperies are usually used in these rooms. There is one large window in Harris which is 45 x 75 inches, with smaller wall spaces on each side. In Wallace the windows are also separated by a large wall. The windows measure 39 x 70 inches and the total wall space with two windows is 143 x 70 inches. All curtain rods are furnished by the college.

COLLEGE PROPERTY Queens does not collect a regular breakage fee; however, the rooms are checked and damage to walls, windows, and furniture through the use of Scotch Tape, tacks, pencils, or any other abuse will be estimated and charged to the students. Students are not permitted to move furniture from one room to another, nor are they permitted to attach pictures to the walls.

STORAGE At an announced date, trunks and hand luggage will be stored in attics and basements of the residence halls. They cannot remain in the halls because of fire regulations. Once these have been stored they are generally considered inaccessible to the student. Most of the dormitories have a room available for garment bags and suitcases.

TELEPHONES Students may use the pay phones in the dormitories for local and long distance calls. Local telephones may be used for incoming calls and for local calls. The use of the house phones should not exceed ten minutes. Students sending telegrams may use any of the pay phones. Telegrams must be paid for when sent.

FOOD SERVICES Any organization wishing assistance from the dining hall in planning refreshments should make arrangements with the office of the dean of students, the business office, and the dining hall office ten days before the occasion.

Guest meals may be paid for at the time of the meal. Dates must pay the appropriate fee for meals.

SALESMEN AND SELLING No person on or off campus may sell or advertise for sale any merchandise on the campus without the approval of the college administration. Students are to report the presence of any unauthorized person to the office of the dean of students.

Student Facilities

COLLEGE BANK The student bank is on the first floor of Burwell Hall. Students are urged to use it for the safekeeping of their money. Money may be deposited or withdrawn during banking hours. The college bank does not handle checking accounts.

STUDENT CENTER A snack bar, the student store, and the post office are located on the first floor of the Student Center. There are also telephones, bulletin boards, and vending machines for the students' use. On the second floor are conference rooms and lounges for both day students and resident students. A TV and stereo equipment are also provided.

POST OFFICE All students will receive notification of their post office box numbers at the opening of college. This number must be included in a student's mailing address. The post office handles all incoming mail; but it does not provide money orders, outgoing C.O.D. mail, insurance of packages, or the registry of first class mail.

TEXTBOOK STORE A textbook store is in the basement of the Morrison Dining Hall. All texts may be purchased here during the special hours that are announced each term. The store also maintains regular hours during each term.

PRINTING AND DUPLICATING All printing and duplicating of programs, handbooks, or pamphlets for student organizations is handled through the publications office. The director of publications will assist in the planning of printed matter. All material must be submitted at least two weeks before needed. Students wishing to duplicate material for their personal use may use the machine in the upstairs student center.

NEWSPAPER PUBLICITY The director of public information is responsible for publicizing campus events. Students who wish to have events or projects publicized should consult with the director of public information well in advance.

THE PLACEMENT OFFICE The placement office keeps a large assortment of material on jobs and careers with numerous companies and school systems. The staff of the office will assist students in trying to find full-time employment or summer employment while they are still students. Students are welcome to visit the office and examine the placement materials.

LAUNDRY FACILITIES Student Linen Service is available for those who desire it. The service delivers to the residence halls weekly. Contour sheets are available.

Four plans are offered:

Plan one—complete service—2 sheets, 1 pillowcase, pillow, blanket, 3 towels $27.81
Plan two—linens with blanket $26.78
Plan three—linens with pillow $26.78
Plan four—linens only (sheets, pillowcase, towels) $24.72
(Prices include the tax)

In Barnhardt and Wallace Residence Halls, laundry facilities with coin operated washing machines and driers are provided for students who wish to do their own laundry.

Student Health

Each new student is required to have a health examination before entering the college. The appropriate forms are sent to the students during the summer.

INFIRMARY REGULATIONS Students are asked to notify their resident counselor if they desire to go to the infirmary during the evening hours. A student must sign out on her wall card if she spends the night in the infirmary.

There are registered nurses in charge, on alternate shifts, day and night.

Each bed patient should take to the infirmary the following items: toilet articles and night clothes.

Infirmary hours are 9:00-11:00 a.m. and 3:00-5:00 p.m., and these hours must be observed except for emergencies and acute illness. Weighing must be done during the consultation hours.

The college physician will hold free clinics at stated hours twice a week. If it is necessary to call a physician at any other time, the cost must be borne by the student.

The infirmary nurses will be glad to make appointments with any physician or dentist whom the student wishes to see. This enables the infirmary to maintain a more complete health record for each student, and in that way the nurses and doctor can treat her more effectively. Students must provide their own transportation to doctors' offices.

Individuals who take special medication for allergies, diabetes, etc., are requested to notify the infirmary staff. The student pays for any prescription ordered for her.

Food will be served only to patients confined to the infirmary, and quiet hours are observed.

Relatives of the patients and faculty members may visit any time from 7:00 a.m. until 8:00 p.m. every day. A patient's roommate may visit between 9:00 and 11:00 a.m. or 3:00 and 5:00 p.m. Any exception to this rule must be made through the office of the dean of students.

HOSPITALIZATION At the discretion of her physician a student may be sent to the hospital for treatment. Parental consent will be sought before any major treatment is undertaken.

No student may leave the hospital without proper dismissal by her physician, who will notify the college. She may return to the college or go home at this time.

PHYSICAL EDUCATION All students taking physical education courses are required to have uniforms. The bermudas and shirts, which cost approximately $10.00, are to be purchased in the student store. Each student will need tennis shoes (preferably white) and white athletic socks. The college furnishes bathing suits. Students furnish their bathing caps.

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION

PREAMBLE
We, the students of Queens College, believe the theory behind the development of student government rests on the assumption that by giving students reasonable independence in governing matters, they will mature in their concepts of freedom and responsibility. Through a student government the worth of each individual and the value of her contribution may be recognized; and, as free citizens of the college community, students have the right to question the foundations of the rules to which they are held accountable and to voice their opinions in an honest and intelligent way on matters that concern them and their college.

ARTICLE I—NAME
The name of this organization shall be the Student Government Association of Queens College.

ARTICLE II—PURPOSE
The purpose of the Student Government Association shall be to foster self-government, administer rules of government, enact legislation governing student life, and carry out the program of student activities.

ARTICLE III—MEMBERSHIP
All students of Queens College are members of this organization, providing they have fulfilled the requirement of accepting the Honor System and have indicated their understanding of the Queens College *Student Handbook*.

ARTICLE IV—ADVISORY COMMITTEE

There shall be to the Student Government Association an Advisory Committee composed of the president of the college, who will act as chairman; the dean of the college; and the dean of students, who will act as a means of communication between the committee and the student body. This committee shall review legislation of the Student Government Association for approval or veto and shall advise the Student Legislature or other organizations and officers of the Student Government as requested.

ARTICLE V—OFFICERS

A. The officers of the Student Government Association shall be elected by the members of the Student Government Association according to the election procedure described in Article III of the By-Laws of this constitution.

B. President of the Student Government Association whose duties shall be:
   1. To plan agenda for and preside at all meetings of the student body.
   2. To plan agenda for and preside at all meetings of the Student Legislature.
   3. To preside at all meetings of President's Board.
   4. To call special meetings of these three groups.
   5. To serve as the official representative of the student body.
   6. To appoint in conference with the dean of students and with the approval of the Student Legislature, all standing committee chairmen and other committee chairmen deemed advisable.
   7. To submit her work to the judgment of the Student Legislature.
   8. To confer once a week with the Dean of Students and President of the College.
   9. To investigate the work of any Student Government official if necessary.
   10. To invite to Student Legislature meetings any student who has a particular interest in the business that is being taken up at any given meeting.
   11. To act as chairman of the Executive Committee.

C. Vice-President of the Student Government Association whose duties shall be:
   1. To assist the president in all Student Government matters.
   2. To serve as the assistant representative of the student body in the absence of the president:
      a. To act as chairman of the President's Board in the absence of the president.
      b. To act as chairman of the Executive Committee in the absence of the president.

c. To preside at all meetings of the student body in the absence of the president.
d. To preside at all meetings of the Student Legislature in the absence of the president.
e. To act as a member of the Executive Committee.
f. To assume all other duties of the president in case of the president's absence, resignation or withdrawal from school.

3. To work in conjunction with the president in planning the meetings of the Student Government.
4. To investigate the work of any voting member of legislature if necessary.
5. To serve as chairman of the joint-committee meetings.
6. To be responsible for the co-ordination of all temporary and standing committees of the association.

D. President of Resident Student Council, whose duties shall be:
1. To call and preside over all meetings of the resident students and the Resident Student Council.
2. To confer once a week with the Dean of Students.
3. To serve as a member of President's Board.
4. To serve as a member of the Executive Committee.
5. To serve as a member of Student Legislature.

E. President of Day Student Council, whose duties shall be:
1. To call and preside over all meetings of the day students and the Day Student Council.
2. To confer once a week with the Dean of Students.
3. To appoint in conference with the Dean of Students a day student who shall serve as editor of *Swatches*.
4. To serve as a member of President's Board.
5. To serve as a member of the Executive Committee.
6. To serve as a member of Student Legislature.

F. Secretary of the Student Government Association whose duties shall be:
1. To keep in permanent form the minutes of the meetings of Student Legislature.
2. To attend to the correspondence of the Student Legislature and the student body.
3. To type and submit for the Advisory Committee's approval any bill passed by the Student Legislature.
4. To act as a member of the Executive Committee.

G. Treasurer of the Student Government Association whose duties shall be:
1. To keep a permanent record of all receipts and expenditures of the Student Government Association.

2. To present a report of receipts and expenditures at each meeting of the Student Legislature; and, upon request, at meetings of the Student Government Association.
3. To Act in the capacity of financial officer of the Student Government Association.
4. To meet with the treasurer of the college to formulate a tentative budget and a budget for the Student Government Association for each academic year and to present to Student Legislature this budget for approval.
5. To serve as permanent chairman of the Student Budget Committee and to assist the financial officers of each organization in preparing budgets.
6. To present the books of the Student Government Association to the treasurer of the college for audit at the end of the school year.
7. As controller of the Student Budget, to investigate the budget of any Student Government organization.
8. To act as a member of the Executive Committee.

H. Secretary to the President's Board, whose duties shall be:
1. To keep on file all synoptic reports given at meetings of President's Board.
2. To compile these synoptic reports and discussions of President's Board and to report to Student Legislature the following week.
3. To act as head of the Secretariat which consists of the following: Typing Bureau, SGA Library, and SGA Bulletin.
4. To act as a member of the Executive Committee.

ARTICLE VI—STUDENT LEGISLATURE

A. Purpose: The purpose of the Student Legislature shall be to initiate, pass, and bring to the Student Government Association for final decision such constructive legislative bills as it shall deem advisable.

B. Initiative: A legislative measure may be initiated by any member of the Student Government Association or by any organization of the Student Government Association provided that the measure has been put in correct form. Instructions are available from the secretary.

C. Any bill passed by the Student Legislature must be approved by the Advisory Committee and the Student Government Association before it becomes official.

D. Members of the Student Legislature shall be: the president of the Student Government Association as chairman; vice-president of the Student Government Association; president of Resident Student Council; president of Day Student Council; secretary of the Student Government Association; treasurer of the Student Government Association; secretary to the President's Board; the presidents of the senior, junior, sophomore, and freshman classes; elected representatives from each of the senior, junior, sophomore; and freshman classes; the editor of *Current* as a representative from Publications Board; a representative from the day students who shall be a member of the sophomore or junior class; representatives from any group which is affiliated with the Student Government Association as authorized annually by the Student Legislature.

E. All meetings of the Student Legislature will be open to the members of the Student Government Association.

F. The Student Legislature will have a regular meeting every other week at which time a report from the President's Board will be given by the secretary of the President's Board. Special meetings may be called by the president of the Student Government Association.

ARTICLE VII—COMMITTEES

A. REGULAR STANDING COMMITTEES:

1. The Executive Committee shall be composed of the president of the Student Government Association as chairman, vice-president of the Student Government Association, the president of Resident Student Council, president of Day Student Council, the secretary of the Student Government Association, the treasurer of the Student Government Association, and the secretary to the President's Board.
2. The Student Budget Committee which shall have as its chairman the treasurer of the Student Government Association and its membership composed of all the treasurers of SGA organizations. The committee shall be responsible for formulating the budget for student activities.

B. APPOINTED COMMITTEES

The chairmen of the following committees, with the exception of *Swatches*, shall be appointed by the president of the Student Government Association and the dean of students and approved by the Student Legislature.

1. A Handbook Committee which shall be responsible for the editing, printing, and evaluation of the Student Handbook.

2. A *Swatches* Committee which shall be responsible for editing, printing and evaluation of *Swatches*. Chairman is appointed by the president of Day Student Council of the Student Government Association and the Dean of Students and approved by the Student Legislature.
3. A Campus and Community Service Committee which shall be responsible for the selection and/or sponsoring of drives in answer to requests.
4. An Orientation Committee which shall be responsible for the planning of the orientation program and a follow-up program.
5. A Social Coordinating Board which shall be responsible for the organization of student social functions. Appointed members of this board shall include a member of Panhellenic Council and Recreation Association and the May Day co-chairmen.
6. A Dining Hall Committee which shall be responsible for all dining hall activities.
7. A State Student Legislature which shall represent Queens College at the North Carolina State Student Legislature.
8. A Council on International Relations and United Nations Affairs Committee which shall encourage an awareness of and a participation in international and United Nations affairs.
9. A Summer Information and Placement Committee which shall provide information on summer job opportunities.
10. An Election Committee which shall be responsible for supervising an election and counting the votes for the various offices and for functioning as a nominating committee when necessary. (See By-Laws Article III—Elections 3-Duties).
11. A Student Center Committee which shall be responsible for the Jernigan Student Center.

C. COORDINATE COMMITTEES

1. The Student Religious Life Committee shall be composed of the co-chairmen of the Chapel Committee of the Queens Christian Association and the president of the Queens Christian Association. This committee is a coordinate committee of the Religious Life Committee of the faculty.
2. The Student Life Committee shall be composed of the members of President's Board. This committee is a coordinate committee of the Student Life Committee of the faculty.
3. The Public Events Committee shall be composed of a chairman, appointed by the president of the Student Government Association and the dean of students and approved by the Student Legislature, and her appointed committee. This committee shall work with the faculty committee in arranging a series of non-curricular cultural events.

4. The Awards Committee shall be composed of a chairman, appointed by the president of the Student Government Association and the Dean of Students and approved by Student Legislature, and two representatives from each class who serve on Student Legislature, and shall recommend recipients for awards when appropriate. This committee is a coordinate committee of the Awards and Honorary Degrees Committee of the faculty.
5. A graduate Studies and Careers Committee shall be composed of a chairman, appointed by the president of the Student Government Association and the Dean of Students and approved by the Student Legislature, and her appointed committee. This committee shall work with the faculty committee in providing graduate study information and in encouraging able students to pursue graduate studies.
6. The Educational Policy and Curriculum Committee shall be composed of a chairman, appointed by the president of the Student Government Association and the Dean of Students and approved by the Student Legislature, and her appointed committee. This committee shall be responsible for voicing to the coordinate faculty committee student suggestions on matters of educational policy and curriculum.
7. The Student Qualifications Committee shall be composed of a chairman and her appointed committee. This committee shall function in an advisory capacity with the faculty coordinate Student Qualifications Committee.
8. The Professional Affairs Coordinate Committee shall be composed of a chairman and her appointed committee. This committee shall function in an advisory capacity with the faculty coordinate Professional Affairs Committee.

ARTICLE VIII—PRESIDENT'S BOARD

A. Purpose: The purpose of the President's Board shall be to coordinate the activities of the major organizations, to discuss problems, to make any necessary recommendations to Student Legislature, and to send a report of the discussions to Student Legislature.

B. Members of the President's Board shall be the president of the Student Government Association, who will serve as chairman; the president of Resident Student Council; the president of Day Student Council; the president of any organization affiliated with the Student Government Association as voted in yearly by the President's Board; the president of the Recreation Association; the president of the Queens Christian Association; the president of the Panhellenic Council; the chairman of Honor Council; the secretary to the President's Board; and the editor of *Current*.

C. The President's Board will have a regular meeting once a month at which time a synoptic report will be given by each member. Meetings may be called or canceled by the President of the Student Government Association.

ARTICLE IX—RESIDENT STUDENT COUNCIL

A. Purpose: The purpose of the Resident Student Council shall be to execute and enforce the social regulations of the Student Government Association, and to submit to the Student Legislature, for approval or rejection, any legislation regarding the regulations of the resident students.

B. Officers:
   1. Elected by the resident student body from the senior class, a president of Resident Student Council.
   2. Elected by the student body from the junior and senior classes: hall presidents for all residence halls, member at large.
   3. Elected by the resident student body from the junior class: a first vice-president, a second vice-president, and a secretary to the council.
   4. Elected by the resident student body from the sophomore class: a treasurer to the council, member at large.
   5. Elected by the freshman class from the freshman class: a class representative to the council to be chosen at the end of the first quarter.

C. Duties:
   1. The duties of the president of Resident Student Council shall be: (See Article V Section D).
   2. The duties of the first vice-president of the Resident Student Council shall be:
      a. To assume the duties of the president in case of the absence or resignation of that officer until another election can be held. A new president must be elected within two weeks after the resignation of the former president becomes effective.
      b. To assist the president in execution of her duties.
      c. To draw up recommendations of RSC to be presented to Student Legislature.
   3. The duties of the second vice-president of Resident Student Council shall be:
      a. To act as project chairman of RSC.
      b. To assist the first vice-president in the execution of her duties.
   4. The duties of the resident hall presidents shall be:
      a. To keep order in her residence hall.
      b. To call and preside over all meetings of the residence hall.

c. To conduct an election of a Hall Council to assist her in the execution of her duties.

5. The duty of the secretary shall be to keep in permanent form the minutes of the RSC.
6. The duties of the treasurer shall be:
   a. To have charge of and keep records of the finances of the organization.
   b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of the coming year.
   c. To order the supplies of the organization.
   d. To serve as a member of the Student Budget Committee.
7. The duties of the members at large shall be:
   a. To assist the resident hall presidents in the dormitory to which they are assigned.
   b. To provide representation on Resident Student Council from the classes they represent.

ARTICLE X—DAY STUDENT COUNCIL

A. Purpose: The purpose of the Day Student Council shall be to execute and enforce the regulations of the Student Government Association related to the day students and to bring before the Student Legislature any problems or legislation related to day students.

B. Officers and Members:
   1. Elected by the day student body from the senior class: a president of Day Student Council.
   2. Elected by the day student body from the senior or junior class: a vice-vice-president to the council.
   3. Elected by the day student body from the junior class: a secretary to the council.
   4. Elected by the day student body from the sophomore class: a treasurer to the council.
   5. Elected by the freshman class: a freshman representative to Day Student Council.

C. Duties:
   1. The duties of the president of Day Student Council shall be: (See Article V Section E).
   2. The duties of the vice-president of Day Student Council shall be:
      a. To assume the duties of the president in case of the absence or resignation of that officer until another election can be held. A new

president must be elected within two weeks after the resignation of the former president becomes effective.
b. To be responsible for the day student area in the Student Center.
c. To assist the president in the execution of her duties.

3. The duties of the secretary shall be:
   a. To keep in permanent form the minutes of DSC and the day student body.
   b. To attend to all correspondence of the DSC and the day student body.
4. The duties of the treasurer shall be:
   a. To have charge of the finances of the DSC and the day student body.
   b. To present to the treasurer of the Student Government Association in the early fall a typed outline of the expected expenses of coming year.
   c. To order the supplies of the DSC and the day student body.
   d. To serve as a member of the Student Budget Committee.

ARTICLE XI—HONOR COUNCIL

A. Purpose: The Honor Council shall investigate and judge cases of any alleged violation of the Honor Code of the college.

B. Fundamentals of the Honor Code:
   1. That each student shall be truthful at all times.
   2. That each student shall respect the property of others.
   3. That each student shall be entirely honest on all tests, term papers, examinations, and other pledged work designed by the instructor.

C. Membership:
   1. Students: Elected by the student body.
      a. Honor Council chairman who shall have had at least one year of previous experience on the Honor Council prior to her election as chairman.
      b. Members from the student body; two juniors elected to serve for two years, one junior elected to serve for one year, and sufficient members elected at large from the rising junior or senior classes, so that there will be a total of eight student members other than the chairman.
   2. Faculty: Elected by the faculty.
      a. Three members, one to be elected each spring for a three year term; the professor who is serving the final year of his term shall be designated as alternate.

b. Two of the three faculty members shall be called to serve for the duration of any Honor Council case.
c. No faculty member may be re-elected to the Honor Council unless at least one year has elapsed since his previous term.

3. Administration.
a. Dean of the college.
b. Dean of students.

D. Meetings:
1. There shall be regularly scheduled meetings; time will be determined and announced by the Honor Council.
a. All cases which have been reported since the call of the last meeting shall be heard at the next scheduled meeting.
b. If no cases have been reported within forty-eight hours of the time for the next scheduled meeting, it may be canceled at the discretion of the chairman.
2. A quorum shall consist of one dean, one faculty member, and four students.
3. Meetings may be called by the chairman at her discretion, when necessary, with at least forty-eight hours notice to the persons concerned.

E. Procedure:
1. For any violations of the Honor Code each student shall report herself to the Honor Council within twenty-four hours after the violation occurs. After this period any witness or person with knowledge or evidence must report the student to the Honor Council immediately.
2. When a violation is reported, the chairman may—in harmony with the principles of the Honor Code—request the reporter to remind the alleged violator of her obligation to report herself to the Honor Council.
3. Any violation reported to the Honor Council shall first be investigated by the chairman and two members of the board, and their report shall be presented to the full board. In this investigation, the chairman may request the assistance of any members of the college community. When this preliminary action involves dormitory investigation, it shall be done only after consultation with the Dean of Students. Only members of Resident Council may assist in dormitory investigation.
4. A student who has been reported for an alleged violation of the Honor Code shall be given at least forty-eight hours notice of her required attendance at the next meeting of the Honor Council.
a. The alleged violator shall be given by the chairman a written statement of the charge which has been filed against her.
b. The alleged violator shall be entitled to select a counselor from the student body.

1. The counselor will be permitted to accompany her and advise her throughout the hearings. Both the alleged violator and her counselor are bound by the Honor Code in their actions and statements.
2. The dormitory president of the alleged violator or the president of Day Student Council shall be obligated to serve as counselor if requested.
3. The counselor may participate directly in the hearings only by permission of the chairman.

5. Witnesses may be called by the Honor Council upon the request of the alleged violator, the reporter, or any member of the Honor Council. Such witnesses shall remain in attendance only at the discretion of the board.
6. All participants in the proceedings shall have the right, upon recognition by the chairman, to question the person then testifying.
7. In order to protect the rights of privacy of all persons involved in the investigation, no member of Honor Council and no participant, other than the alleged violator with her counselor, shall discuss the case in any way outside the hearing room.
8. At the conclusion of the testimony, the Honor Council shall convene to reach its decision. The unanimous decision of the members voting shall be necessary for a judgment of guilty. A three-fourths majority of the members voting shall be necessary to determine disciplinary measures. The chairman and the two members of the council who conduct the investigation shall not have a vote in the decision.

F. Judgments:
The Honor Council may render a judgment of not guilty or guilty. In the case of an Honor Code violation Honor Council will deliver the judgment which it considers to be most beneficial to the student and the college community.

G. General Policies:
1. Written records shall be kept of all proceedings, with the deletion of the names of the students involved, and shall be retained in the files of the Dean of Students for five years. These files shall be available to the chairman of the Honor Council on request, for the purpose for establishing continuity of procedure.
2. While not circumscribing the Honor Council with detailed rules, these procedures are intended to indicate that the board is to be "judicial" in its approach to all matters brought before it.

H. Oath of Office:
As member of the Honor Council of Queens College I shall endeavor to the best of my ability to perform those duties pertaining to my office. If I

violate or have knowledge that another student has violated the Honor Code, I shall report myself or that person to the Honor Council. I will endeavor to make the Honor Code a positive force in student living."

ARTICLE XII—AMENDMENTS

The constitution may be amended by a two-thirds vote of the members present at any meeting of the Student Government Association held for the purpose, but the amendment must be proposed at a meeting of the Student Government Association at least one week before a action is taken on it. The amendment must be approved by the Advisory Committee.

ARTICLE XIII—RIGHT OF PETITION

All students have the right to bring petitions before any branch of the Student Government Association. A petition must be signed by twenty-five percent of the members of the Student Government Association and be presented to the president of the association.

ARTICLE XIV—MEMBERSHIP

All members of the Student Government Association shall be members of the Recreation Association.

All members of the Student Government Association shall be members of the Queens Christian Association unless they choose otherwise.

BY-LAWS

ARTICLE I—QUORUM

The members present at a meeting of the Student Government Association shall constitute a quorum. The student body must be given twenty-four hours notice before a called meeting.

ARTICLE II—ELIGIBILITY FOR OFFICE

A. To be eligible to hold office a student must have obtained a 1.0 cumulative average and must maintain this average.

B. CLASS STANDING:

1. The following officers must be elected from the rising senior class: the presidents of the Student Government Association, Resident Student Council, Day Student Council, Queens Christian Association, and Recreation Association; the Web coordinator; and the chairman of Honor Council.
2. The following officers must be elected from the rising junior or senior class: vice-presidents of Student Government Association, Day Student Council, Queens Christian Association, and Recreation Association; member-at-large to Resident Student Council; the presidents of all dormitories; the members-at-large to the Honor Council; the May Day co-chairmen; and the editor of Queens *Current*.
3. The following officers must be elected from the rising junior class: the first and second vice-presidents of Resident Student Council; at least three members of Honor Council; the secretaries of the Student Government Association, Resident Student Council, Day Student Council, Recreation Association, Queens Christian Association, the Web; and the treasurer of the Student Government Association.
4. The following officers must be elected from the rising sophomore class: member at large of Resident Student Council, the treasurers of Resident Student Council, Day Student Council, Recreation Association, Queens Christian Association, and the Web; and the secretary to the President's Board.
5. The day student representative to Student Legislature, Queens Christian Association, and Recreation Association must be elected from the rising sophomore or junior class.

ARTICLE III—ELECTIONS

A. Elections shall be completed by mid-March.

B. ELECTION COMMITTEE:

1. The chairman of the election committee shall be a member of the senior class and appointed by the president of Student Government Association.

2. The remaining members of the committee shall be the vice-president and an elected representative from each of the four classes and from the Day Student Council.
3. Duties:
   a. To supervise election and count votes for various offices.
   b. To function as a nominating committee with the advice of the heads of the organizations for the following offices: the president of Student Government Association, the president of Resident Student Council, the president of Day Student Council, chairman of Honor Council, president of Queens Christian Association, president of Recreation Association, and the Web coordinator.

C. To function as a nominating committee with the advice of the heads of organizations, should there be no more than one person running for a particular office.
   1. All candidates for office in the Student Government Association will be chosen by self-nomination and petition. There will be a minimum of two candidates and a maximum of eight candidates nominated for each office, unless Elections Committee deems it necessary to nominate additional candidates.
   2. Any student seeking an office may do so by submitting in writing her name and reason for running for this office to the chairman of the Election Committee. These must be submitted the week prior to the beginning of elections.
   3. A student may be nominated for an office by presenting a petition to the Elections Committee with the names of 25 students who are willing to support her for office. The deadline for nominations by petition will be determined by the Elections Committee.
   4. No more than eight candidates, approximately one percent of the student body, may run for any particular office.
   5. For any office where there is no more than one candidate by self-nomination or by petition, the Election Committee will function as a nomination committee and will nominate no more than three students to run against this one candidate.
   6. After losing one election, a student may run for office only one more time. She can do so by submitting to the chairman of the Election Committee a petition with the names of 50 students who are willing to support her.

D. MANNER OF VOTING
   1. Voting procedure:
      a. The Election Committee shall determine the place of voting.
      b. Registration of voters shall be done before each voting by checking off the voter's name from a student list.

c. In order to win an election a candidate must obtain a majority of the votes cast. Voting for all offices shall be done by secret ballot.

2. Preferential system:
   a. All ballots shall be marked according to the preference of the voter, indicating first, second, and third, etc. choices.
   b. When voting for members at large of Honor Council and the May Day co-chairmen, the ballot should be marked with two first, two second, two third, etc. choices.
3. Schedule:
   a. Two weeks before elections the following must be completed:
      1. A list of all elected offices and their requirements shall be presented in a Student Assembly.
      2. A listing of all elected offices and their requirements shall be posted.
   b. One week before elections:
      1. All candidates shall sign up during the chosen time which shall consist of five consecutive days.
      2. Immediately after the candidates have signed up, a meeting will be held of all candidates and the Election Committee to discuss campaign procedures.
      3. The entire slate shall be completed by the day of the above meeting. No name will be withdrawn from the ballot after noon of the following day.
   c. Presentations and Voting:
      1. Elections Committee and the Dean of Students shall in the second semester set up a schedule of presentations and voting which shall be completed by the middle of the second term.
      2. Candidates for president of Student Government Association, Resident Student Council, Day Student Council, Queens Christian Association, Recreation Association, chairman of Honor Council and the Web coordinator will present their platforms to the student body and be open for questions.
      3. If run-offs are necessary for any elected office, the Election Committee shall set them up accordingly.

E. CLASS ELECTIONS
1. All class elections will be done by preferential ballot.
2. Any student seeking an office may do so by submitting her name to the vice-president of each particular class.
3. No more than six candidates will be nominated for any office.
4. If the maximum number has not been obtained by the time of the election, more nominations will be received from the floor.
5. After losing one election a student may run for office only one more time.

F. FRESHMEN OFFICERS AND REPRESENTATIVES:
1. At the beginning of the fourth week of the first term the freshman class shall elect a president and other officers.
2. The vice-president of the junior class shall act as advisor to the freshman president.

G. CONTESTED ELECTION
In the event of a contested election, five percent of the student body must present to the chairman of the Election Committee within two weeks after the election in question a signed petition with the stated reasons.

ARTICLE IV—RESIGNATIONS AND IMPEACHMENTS

A. An officer who finds it necessary to resign must submit a written resignation to the council of which she is a member two weeks before she wishes the resignation to be effective.

B. In the event that fifty percent of the enrolled students at that time feel a student incapable of or incompetent in fulfilling an office included in Article II Section B of the By-Laws of the Student Government Association Constitution, these students must present to Student Legislature a signed petition impeaching that officer. A committee shall be formed of the Student Legislature, each member having one vote, to hear and act upon this petition. A decision can be made only if a majority of all members of this committee vote to act upon this petition. A vote of two-thirds of this body and the advice of the Advisory Committee shall be required for removal from office.

C. In the event that an officer (under Article II Section B of the By-Laws of the Student Government Association Constitution) resigns or is removed from office, succession will be determined by the constitution of the respective organization.

ARTICLE V—CLUBS AND ORGANIZATIONS
All clubs and organizations, excluding social sororities, pertaining to extracurricular life of the college, shall be chartered by the Student Legislature of the Student Government Association of Queens College.

A. PROCESS
1. Such a club or organization whose members are registered students of Queens College, should submit in writing to the president of the Student Government Association a petition requesting a charter. The petition should include:
   a. The proposed name of the organization.
   b. A statement of the purpose or function of the organization.
   c. A statement of procedure for financing the organization.

d. Signature of 12 members unless a smaller membership is consistent with their objectives; four members must indicate their intentions of assuming leadership.
e. A list of suggested choices for faculty and advisors.
f. If planning to be affiliated with a national, state, or regional organization, a letter from such national, state, or regional organization stating its willingness to approve this affiliation shall accompany the petition.

2. After the petition has been submitted, the group is given four weeks to organize and draw up a constitution.
3. After four weeks, one representative of the organization should submit in person the proposed constitution to the president of Student Government Association for consideration and approval by the Student Legislature. The consitution and by-laws should include:
   Article 1—The name of the organization.
   Article 2—The purpose (statement of aims).
   Article 3—Membership (qualifications defined).
   Article 4—Officers
      a. Qualifications.
      b. Term of office.
      c. Methods of election and replacement.
   Article 5—Method of ratification and set method of procedure.
4. Within one week after the constitution has been submitted, Student Legislature can make recommendations for changes in the proposed constitution and by-laws.
5. A two-thirds majority vote is necessary to approve the proposed constitution.
6. The president of Student Government Association will notify the club or organization of the Legislature's approval and shall issue its charter.
7. The club or organization has the right of appeal to Advisory Committee if the Student Legislature disapproves chartering of the club or organization.

B. REQUIREMENTS

Upon approval and chartering, the club or organization is responsible for submitting the following to the president of Student Government Association:

1. A term agenda of activities.
2. An annual detailed report, which should be submitted at the last meeting of the current Student Legislature.
3. Within two weeks after elections, the names of the newly elected officers of the club or organization, which will then be published.
4. If a club or organization's project affects the whole school, it should be submitted to Student Legislature for approval and support (By doing

this, a club or organization is assured of the cooperation and help of the Legislature).

C. LOSS OF CHARTER

Loss of a club or organization's charter may occur by one of two ways:

1. The club or organization is responsible for fulfilling its purposes. If these purposes are not met, the club or organization may be subject to probationary status or loss of charter, pending action by the Student Legislature and consultation between the moderator of the club or organization and the president of the Student Government Association.
2. The club or organization presents a petition of discontinuance to the Student Legislature, and Student Legislature approves the petition.

D. FACULTY ADVISOR

1. All extra-curricular clubs or organizations, excluding social sororities, shall have at least one faculty advisor.
2. The final decision on a faculty advisor rests with the Dean of Students and the president of Student Government Association, drawing whenever possible from the submitted lists of suggested names from the club or organization, and must be approved by the Student Legislature.

E. CLUBS OR ORGANIZATIONS ESTABLISHED PRIOR TO THIS AMENDMENT.

1. Clubs or organizations already established on campus, prior to this amendment, shall follow the following procedure for official chartering by submitting:
   a. The Constitution of the club or organization, stating its name, its aims and policies.
   b. A list of present members, officers, and the faculty advisor of the club or organization.
   c. Procedure of finance.
2. The official chartering of the club or organization shall take place only with the approval of a two-thirds majority of the Student Legislature.
3. If approved, the club or organization will be subject to all of the rules as stated above.

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HOURS TO REMEMBER (continued)

STUDENT BANK

Monday-Friday	11:00 a.m.-12:30 p.m.
	3:00-4:00 p.m.

JERNIGAN STUDENT CENTER

Post Office Package Window

Monday-Friday	10:00-11:30 a.m.
	3:00-4:30 p.m.
Saturday	10:00-11:00 a.m.

Snack Bar: Hours to be posted.

Book Store

Monday-Friday	8:30 a.m.-12:00 Noon
	1:00-5:00 p.m.
Saturday	9:00 a.m.-12:00 Noon

Textbook Store

Daily, except Wednesday	2:00-4:00 p.m.
Wednesday	10:00 a.m.-12:00 Noon

(Additional hours posted at beginning of term)